



**AV** CaptureAll

## **How-to Guide: Merge Sessions**

AV Capture All  
19125 Northcreek Parkway, STE 120  
Bothell, WA 98011  
Phone: 888.360.2822  
Fax: 253.414.1990  
[support@avcaptureall.com](mailto:support@avcaptureall.com)  
<http://www.avcaptureall.net/>

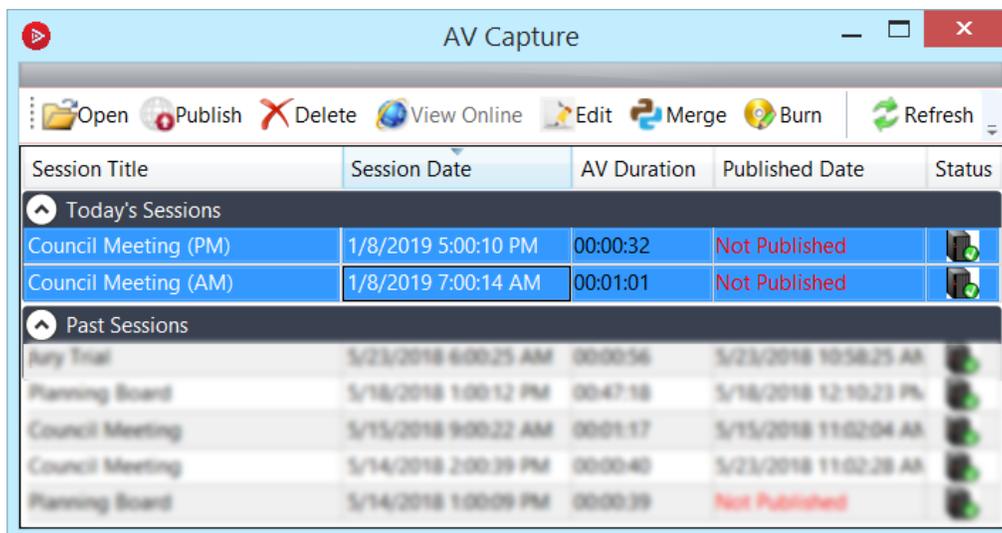
## Overview

This guide walks you through the steps necessary to merge two sessions into one. Common use cases include combining an AM and PM session into one session, or removing the middle from a recording by [creating two clips](#) and then merging them back together. If at any time you have questions regarding this process, please call our customer support line at [888-360-2822](tel:888-360-2822) or email us at [Support@AVCaptureAll.com](mailto:Support@AVCaptureAll.com).

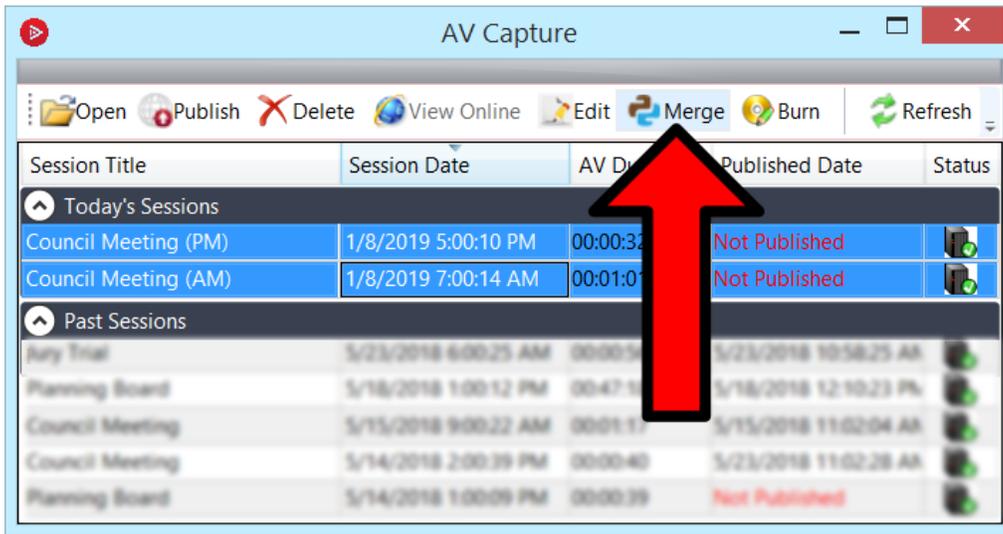
Merging two sessions does not modify the original sessions. Instead, it creates a new session that duplicates all the original sessions' information, including any attached documents. We recommend deleting the original sessions once the new merged session has been reviewed and published.

## Directions

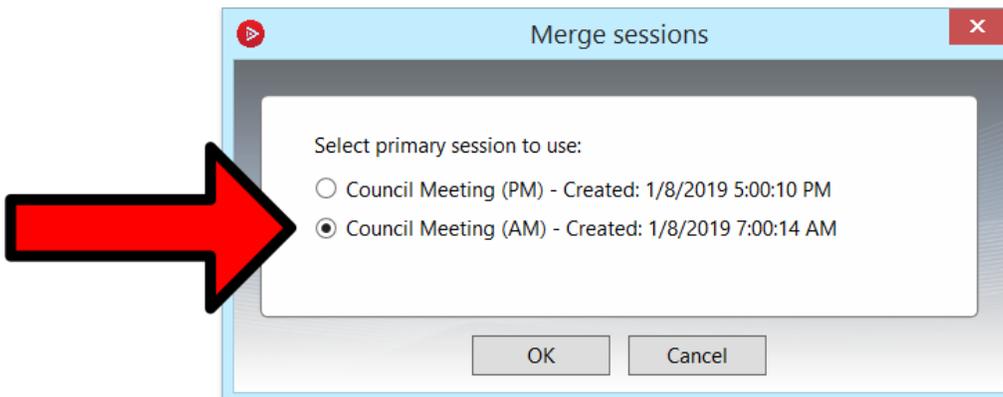
**Step 1:** In the Browse Sessions window, select the two sessions you want to merge. To do so, single-click the first session, then hold the Ctrl key and single-click the second session. The two sessions should now be highlighted.



**Step 2:** Click the Merge button. This will open the Merge Sessions window.

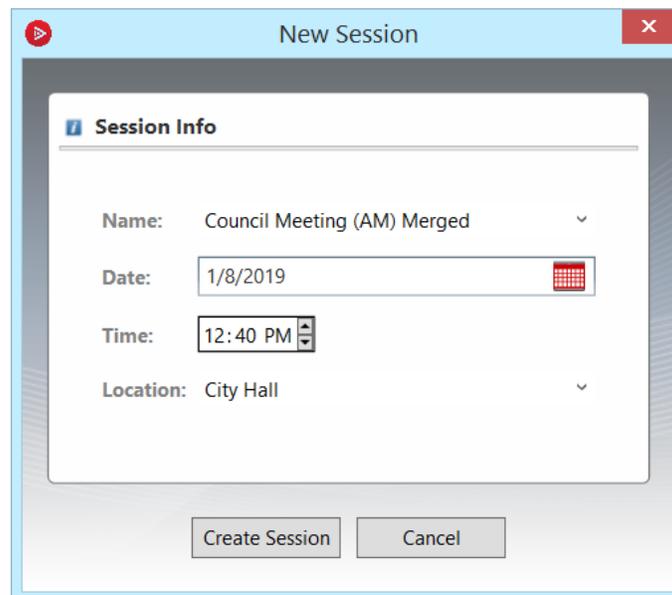


**Step 3:** In the Merge Sessions window, select the primary session (the one that was recorded first). When done, click OK.



**Step 4:** Next, a New Session window will pop up. By default, this window will display the Location and Name of the primary session, but with the word “Merged” tacked on to the end of the name. For now, just keep these default values.

The Date and Time are set to the current date and time. Change these values to the date and time of the primary session.



The screenshot shows a 'New Session' dialog box with the following fields and values:

- Name:** Council Meeting (AM) Merged
- Date:** 1/8/2019
- Time:** 12:40 PM
- Location:** City Hall

Buttons at the bottom: Create Session, Cancel

**Step 6:** Click the Create Session button. The merge operation can take a while depending on the size of the original recorded media files, but there is no progress bar to indicate how long. It is important to be patient and wait for the operation to complete before making further changes in AV Capture. While waiting, do not log off of or turn off the PC.

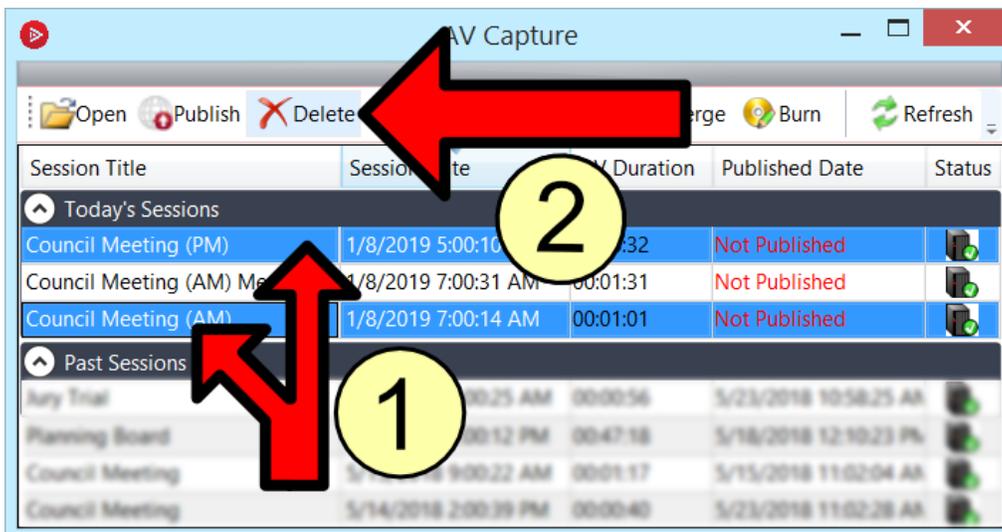
Once the merge operation completes, the newly created session will open. The session media should now be a seamless combination of the original two sessions’ recordings. Any documents from the original sessions are automatically attached.

**Step 7:** Review the session’s media and documents to ensure everything is as expected.

If both original sessions had an agenda or court calendar, the one from the primary session will be displayed for the new merged session. Meanwhile, the agenda or court calendar from the secondary session will be attached as a related document. If applicable, make any desired document changes, then exit the session. If prompted, do not yet publish the session.

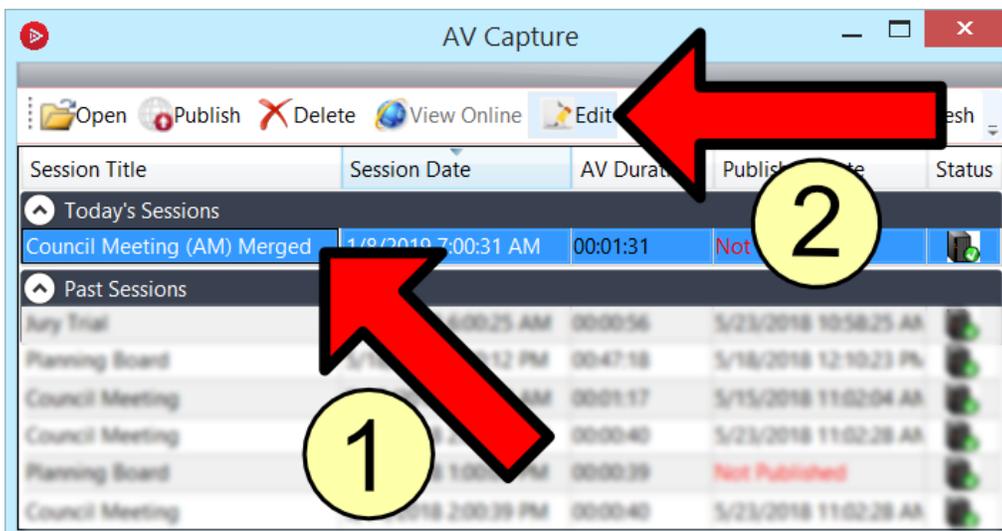
**Step 8:** Open the Browse Sessions window.

**Step 9:** Find the original two sessions in the table, select them (1), and click the Delete button (2). In the delete Confirmation window, click the Yes button.

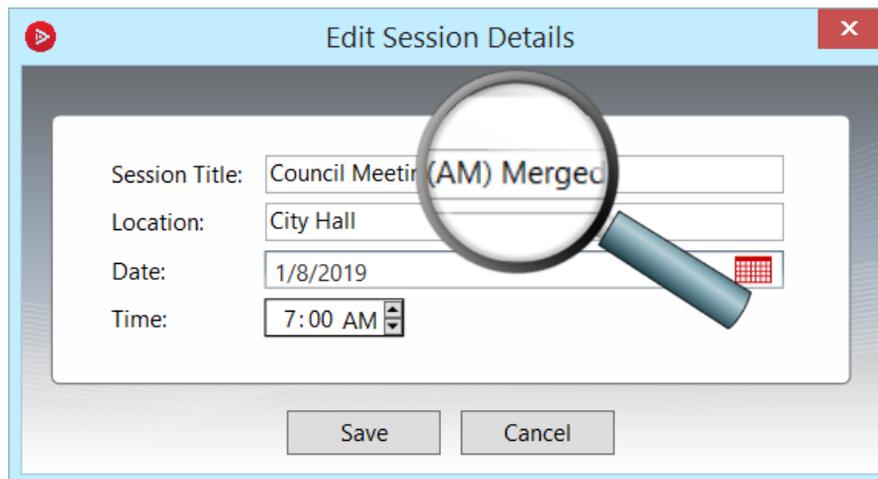


**Step 10:** The original sessions have now been removed. In the confirmation window, click OK.

**Step 11:** You may now want to modify the Session Title (to remove "Merged" for instance). To do so, first select the new session (1) and click the Edit button (2). This will open the Edit Session Details window.



Next, make the desired change to the Session Title text-field and click the Save button.



The screenshot shows a software window titled "Edit Session Details". Inside the window, there are four input fields: "Session Title" containing "Council Meeting (AM) Merged", "Location" containing "City Hall", "Date" containing "1/8/2019" with a calendar icon to its right, and "Time" containing "7:00 AM" with a dropdown arrow. A magnifying glass is focused on the "Session Title" field. At the bottom of the window are "Save" and "Cancel" buttons.

**Step 12:** The session is now ready to be published if your organization wants the session to be made available online.

## 🌀 Summary 🌀

If you followed the steps above, you have successfully created a new session with merged media from two other sessions. If this is not the case, please call our customer support line at [888-360-2822](tel:888-360-2822) or email us at [Support@AVCaptureAll.com](mailto:Support@AVCaptureAll.com).